

PURCHASE CARD APPLICATION FORM

*I REQUEST DELEGATION OF MICRO-
PURCHASE AUTHORITY FOR (NAME):*

*THE INDIVIDUAL HAS ATTENDED THE
MANDATORY PURCHASE CARD TRAIN-
ING.*

SIGNATURE OF CAO OR REQUESTOR

*INFORMATION REQUIRED
(PLEASE PRINT)*

NAME:

INSTITUTE:

ADDR:

BUILDING: ROOM:

CITY: STATE:

ZIP+4:

PHONE:

ADBID:

APPROVING OFFICIAL ADBID:

NODE:

MONTHLY CREDIT LIMIT:

SINGLE PURCHASE LIMIT:

DEFAULT CAN:

DEFAULT OBJ CL:

CARD APPROVING OFFICIAL NAME:

**Purchase Card Program
Division of Acquisition Programs
Office of Logistics & Acquisition
Operations
6011 Executive Blvd, Rm. 549D
Rockville, MD 20852**

MAKING A PURCHASE IS EASY USING
THE PURCHASE CARD.

STEP 1 - Look for the Visa Symbol
OR Ask the vendor if they accept Visa

STEP 2 - Record transaction on the Purchase
Card Log.

STEP 3 - Provide your account number to the
vendor by either giving your account number
over the phone **OR** have the merchant process
your card at the store, **OR** by filling out the
merchant's order form.

STEP 4 - Upon receipt of item or service -
Sign and date the sale slip **OR** packing receipt
OR invoice and attach it to your purchase
card log.

STEP 5 - Update the purchase card log with
the receiving information.

STEP 6 - Review the purchases listed on your
Purchase Card Log. Document the items shown
on the automated invoice by entering the
appropriate CAN number and OC code in the
ADB system during the reconciliation period
(Don't forget to press the F4 key at the
summation page).

EXTRA BENEFITS

*The Purchase Card is designed to give you
purchasing convenience and less to worry
about. You enjoy:*

- *Universal acceptance anywhere you see
the Visa symbol*
- *24 hours access to shopping*
- *Easy tracking - Monthly on line Invoice*
- *No liability for stolen or lost cards*
- *Convenience of a card that fits easily in
your wallet*